



Diane N. Tradd

*Assistant City Manager/Director*

Shaun Shanahan

*Building Commissioner*

**MEMORANDUM**

TO: Chairman Thomas C. Linnehan and Members of the Planning Board  
Chairman William Bailey and Members of the Zoning Board

FROM: Joseph Giniewicz, Associate Planner  
Dept. of Planning and Development

CC: House of Hope, Applicant  
Judith Tymon, Senior Planner

DATE: July 25, 2016

RE: 98 Smith Street: Site Plan Review, Special Permit and Variance

**PROJECT SUMMARY**

House of Hope Housing, Inc. filed for Site Plan Review and Special Permit for a project proposing seventeen (17) residential units at 98 Smith Street, formerly utilized as an assisted-living facility. The parcel is approximately 36,936 square feet of land area with 21,478 square feet of building area and is located in the TMF (Traditional Multi Family) zoning district. The applicant proposes repaving on the property in order to provide 20 spaces on site.

The project is also seeking Special Permit and Variance approval for the pre-existing non-conformance of use and the proposed land area per dwelling unit and usable open space from the Zoning Board of Appeals subsequent to Site Plan approval.

**PROJECT COMMENTS**

After reviewing the plans Development Services (DDS) offers the following comments for the Board's consideration:

1. The Applicant's proposed conditions site plan does not provide the level of detail necessary for the Board to make a thoroughly informed decision. The proposed conditions should be demonstrated on an engineered site plan, similar to the existing conditions plan presented.
2. The Site Plan shows a parking scheme that includes both parallel and angled parking. However, there is no indication as to whether or not the intention is to have one-way or two-way traffic flow on the property. The applicant should clarify this aspect of traffic circulation.
3. The Site plan indicates the dumpster area will be fenced in. DDS suggests that a six-foot high solid fence be provided for screening purposes. The applicant should also clarify as to whether or not the proposed receptacles are on wheels or not.
4. The applicant has indicated that the shrubs along the property frontage are to be removed. The Board may wish to seek some clarification as to why this is necessary.

5. The Site Plan does not indicate the width or length of the proposed parking spaces. These dimensions should be provided, particularly to ensure that the handicap parking space shall meet ADA requirements.
6. The elevations of the proposed alterations to the structure appropriately match significant elements of the existing home, namely the existing canopy and cornice detail.
7. A stormwater report will need to be submitted to the City Engineer's office for review and approval in order to ensure compliance with State Stormwater regulations.

Please also see some preliminary comments from the Engineering office, identifying items that are outstanding for them to conduct a more thorough review of the application.